



LATCHMERE
ACADEMY TRUST

COVID-19: outbreak management plan Nelson School

Review Cycle	Annual
Date written/ last review	September 2021 Updated Jan 2022
Date of next review	September 2022

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- › To help manage a COVID-19 outbreak within the school
- › If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- › As part of a package of measures responding to a 'variant of concern' (VoC)

2. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

3. Other measures

If recommended, we will limit:

- › Residential educational visits
- › Open days
- › Transition or taster days
- › Parents coming into school
- › Live performances

If recommended, we will reintroduce:

- › Bubbles, to reduce mixing between groups
- › Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

4. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

4.1 Eligibility to remain in school

In the first instance, we will stay open for:

- › Vulnerable pupils
- › Children of critical workers
- › Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open for:

- › Vulnerable pupils
- › Children of critical workers

4.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning policy.

The school will continue to provide vouchers or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Vouchers will be emailed to parents who are entitled to them and require them. If lunch parcels are requested they will be delivered if a parent is unable to collect them from the school.

4.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

4.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL or deputy can't be on site, the SLT will take responsibility for co-ordinating safeguarding. Alternatively, the executive head can be contacted at Latchmere school: 0208 546 7181

Table 1: Roles and Responsibilities

(Please enter the names and job titles of school staff with key roles in this plan and what those roles area)

Name and Job Title	Role
Sian Ward	Head of School
Hayley Lewis	Assistant Head
Fionnuala Howard	SENDco
Coleen Norman	Leader of Safeguarding and Emotional Wellbeing
Angela Cavill	Office Manager
Chris Lal	School Administrator/Admissions

Table 2: Plan Details

Item	How this will be achieved
<p>Child or staff admitted to hospital with COVID-19</p>	<p>If a pupil, student, child or staff member is admitted to hospital, <i>Chris Lal</i> will:</p> <ul style="list-style-type: none"> • contact DfE helpline for advice (0800 046 8687, option 1)
<p>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;</p> <p>or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p> <p>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p>	<p>In the event of any of the thresholds being reached, the <i>Head of School</i> will contact the DfE COVID-19 helpline on 0800 046 8687. Select Option 1. The helpline is open 8am to 6pm, Monday to Friday and 10am to 6pm on Saturdays and Sundays.</p> <p>The school should also notify the local Public Health Team:</p> <p>For infection control or high numbers of Covid cases then please contact: -Richmond - lucy.davidson@richmondandwandsworth.gov.uk 07548 674992</p> <p>Communicate with parents (see DfE standard letters). Richmond schools can include the link to Richmond's Where to Find Help or Support page.</p>
Item	How this will be achieved
<p>When the thresholds above are reached, education and childcare settings should review and reinforce the:</p> <ul style="list-style-type: none"> • testing, • hygiene and • ventilation measures they already have in place. 	<p>The school will review these controls and check they are being followed and remind staff of the arrangements and requirements.</p> <p>Member of staff who will lead in this: <i>Coleen Norman</i>, Leader of Safeguarding and Emotional Wellbeing</p> <p>Staff who will assist with this work: <i>Hayley Lewis</i>, Assistant Head</p>

<p>If cases continue to increase despite the measures above, some or all of the additional measures may be recommended as per below</p>	<p>Staff member who will undertake these actions: <i>Angela Cavill</i></p> <p>All Schools:</p> <p>Contact the DfE helpline for advice contact the DfE COVID-19 helpline on 0800 046 8687. Select Option 1 for the PHE Advice Service.</p> <p>For infection control or high numbers of Covid cases then please contact:</p> <ul style="list-style-type: none"> Richmond - lucy.davidson@richmondandwandsworth.gov.uk 07548 674992
<p>Face coverings</p> <p>Reintroducing the wearing of face coverings:</p> <p>Early Years, Infant, Primary and Junior Schools inc' Special for this pupil age range:</p> <ul style="list-style-type: none"> face coverings in communal parts of the school - staff and visitors <p>The exceptions to the above bullet points are those who are exempt from wearing a face covering.</p>	<p>The school may be advised to re-introduce this by the Director of Public Health (DPH) or Health Protection Team (HPT - which, for London for COVID-19 is the London Coronavirus Response Cell 'LCRC') depending on the local situation and case numbers.</p> <p>Clear communication with parents which will be achieved by <i>Angela Cavill</i></p> <p>The school appreciates that some people may be unable to wear face coverings/masks due to specific health conditions or special needs and makes adjustments to its policy accordingly.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a</p>

	<p>breathable material capable of filtering airborne particles.</p> <p>These measures will be reviewed after two weeks initially.</p>
<p>Increased LFD testing depending on the local situation and advice of the local Public Health Team</p>	<p>The school would do this if advised to by the Director of Public Health (DPH) or Health Protection Team (HPT).</p> <p>As part of this, the school may be asked to organise on-site asymptomatic LFD testing. This would be discussed with Public Health.</p> <p>Supplies of test kits would be monitored routinely in school prior to this and re-ordered in a timely way as appropriate.</p> <p>Clear communication with parents and staff via <i>email</i></p>
Item	How this will be achieved
<p>Suspending residential visits</p>	<p>Identify any residential trips due to take place during the forthcoming weeks.</p> <p>Emergency meeting with Trip Leader, Headteacher and Governing Body representative to consider the situation.</p> <p><u>Angela Cavill</u> to discuss the situation with the venue and transport providers for each trip affected.</p> <p>Check terms and conditions documents, any relevant insurance documents.</p> <p>School Educational Visits Coordinator (EVC) to update Mick Bradshaw, Action HR's Educational Visits Adviser. <u>mick.bradshaw@cognus.org.uk</u></p> <p>Clear message and communication with the parents</p>

	<p>and staff of children affected. This would be achieved by Angela Cavill, they would lead on this area of work.</p>
<p>Opting for virtual or outside activities for:</p> <ul style="list-style-type: none"> ● assembly; ● worship; ● exercise. 	<p>The school can consider this option at any time. It could also be considered if a threshold is reached. If it decides this action is necessary, it will:</p> <p>Provide a clear message and good communication with the parents and staff of children affected.</p> <p>This would be achieved by Angela Cavill</p> <p>The Head of School would lead on this area of work.</p> <p>Consider whether any staff or pupils would be affected by this - for example due to medical conditions and what could be done to assist them.</p>
Item	How this will be achieved
Shielding	<p>Shielding is currently paused and would only be reintroduced by the Government.</p> <p>If it is reintroduced nationally, the school will:</p> <ul style="list-style-type: none"> ● provide general communication on this issue in its information for parents and staff; ● follow any local advice from Kingston/Sutton/Richmond Public Health on this if it is issued. <p>HR within the school will lead on this area of work.</p>
Going for online options for:	<p>The school will consider this action if a threshold is reached. If it decides this action is necessary, it will:</p> <p>Provide clear communication with parents and staff so all understand what the arrangements will be.</p> <p>Head of School will lead on this with assistance from</p>
<ul style="list-style-type: none"> ● open days; ● transition or taster days; ● parental attendance in settings; ● performances in settings. 	

	<i>the Assistant Head.</i>
Attendance Restrictions	<p>In the event that the school is advised to restrict attendance either by the Director of Public Health or the National Government (e.g. if a larger area is affected) <i>Angela Cavill and Head of School</i> will work with the Director of Public Health to identify which staff or pupils need to stay at home.</p> <p>In all circumstances, priority will be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</p> <p><i>The Headteacher</i> will lead on this with assistance from <i>Assistant Head</i>. This would include discussing the situation with Public Health and reporting to the DfE.</p> <p>For pupils who need to stay at home, the school will provide online education in the form of Teams.</p> <p>The school will provide clear communication on the general policy to staff and parents via email.</p> <p>The school will follow GDPR requirements in its handling of information relating to specific pupils or staff. <i>Chris Lal</i> will lead on this aspect of the work.</p>